Productivity POINT

information technology training

Introduction to Adobe Acrobat 5.0
(2-day instructor-led course, customized for NOAA)

Course Overview
In this hands-on course, you will learn how to create and modify Portable Document Format (PDF) files; use and create navigational controls; create bookmarks, thumbnails, and articles; and understand the use of form fields in a PDF document.

Who Should Attend
This course is intended for users who would like to take advantage of the many features and functions available in Adobe Acrobat.

Prerequisites
Prior to taking this course, you should have basic Windows or Macintosh skills. You should also be familiar with Section 508 requirements. (See http://www.section508.gov for more information.) Experience with desktop or web publishing is helpful but not required.

What You Will Accomplish
Get acquainted with the work area
Convert various document types to PDF files
Prepare documents for online use
Modify PDF files
Use Acrobat in a document review cycle
Overview of Acrobat forms
Examine accessibility issues

What You Will Receive
You will receive a copy of *Adobe Acrobat 5.0 Classroom in a Book,* which includes a CD containing all the class files.

Certification Preparation
This course will introduce you to many of the topics covered on the Adobe Certified Expert exam. For more information, go to *http://partners.adobe.com/asn/training/aceprogram.html*.

Follow-up Courses
Acrobat e-Forms Creation.

Topics

Introduction to Adobe Acrobat 5.0 (customized for NOAA)

Introducing Adobe Acrobat

Introduction to PDF format
Viewing PDF examples
Document design for online viewing

Getting to Know the Work Area

Acrobat tools and palettes
Navigating the document
Following links and using bookmarks

Creating PDF Files

Using the Print command
Create PDF from a text file
Editing text
Distiller job options
Adding security to PDF documents
Converting scanned documents to PDF

Putting Documents Online

Setting an opening view
Adding bookmarks
Organizing bookmarks
Creating and using articles

Modifying PDF Files

Editing pages
Editing text and images
Using links and bookmarks to play an action
Extracting text from a PDF file
Extracting graphics from a PDF file

**Using Acrobat in a Document
Review Cycle**

Adding comments
Combining comments
Summarizing comments
Digital signatures

Overview of Acrobat Forms

Entering data into forms
Saving form data
Import form data

PDF Accessibility (Section 508)

Setting Accessibility preferences
Make Accessible plug-in
View and edit tags
Check PDF file accessibility